

Clark County Superior Court II Drug Court Program Case Manager

Requirements

1. Bachelor's Degree and one or more years working in a substance abuse or drug court treatment setting
2. Ability to meet minimum State qualifications to become a certified Probation Officer in the State of Indiana.
3. Ability to meet minimum state qualifications to supervise Drug Court participants and perform screenings.
4. Ability to be certified in the collection and interpretation of chemical test results.
5. Excellent written and communication skills.
6. Knowledge of treatment plans and their development. Ability to integrate written treatment plan into supervision and monitoring of the participants.
7. Ability to coordinate and match community resources to Drug Court participants.
8. Ability to effectively interview, investigate, and work with clients to assure proper completion of Program requirements.
9. Ability to effectively manage and resolve emergency/crisis situations.
10. Monitor urine drug testing.
11. Ability to conduct home, work, and treatment agency visits outside of the office.
12. Thorough knowledge of Microsoft Office software: Excel, Word, Access, etc...
13. Ability to work closely with treatment professionals, attorneys, police departments, and probation departments.
14. Ability to operate under the guidelines outlined in the Drug Court Policy and Procedures Manual.
15. Ability to assist in statistical reporting and outcomes measurement.
16. Must attend Drug Court Program staffing weekly to report the progress of participants.

Duties and Description

The Drug Court Case Manager will work closely with the Chief Probation Officer of Superior Court II and Drug Court Coordinator. The Case Manager will be responsible for the supervision of Program cases, monitoring participant progress, and maintaining records. The Case Manager will integrate a written individual treatment plan for each participant. The Case Manager will assist participants in learning lifeskills, developing interpersonal skills, following treatment plans, and coordinating ancillary services. The Case Manager will attend Drug Court Program staffing and Report Back Hearings. The Case Manager may be responsible for submitting paperwork to attorneys, the Supervising Judge, the Chief Probation Officer, and the Drug Court Coordinator. This is a full-time position, which may require night/weekend hours, and attendance at meetings away from the office. The Case Manager may be required to perform other functions similar or related the stated goals of the Program.

Salary	\$25,997.00 (plus benefits)	Open Date	December 5, 2003
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Please submit resume and cover letter to:

Clark County Drug Court
501 East Court #218
Jeffersonville, IN 47130
fax (812)285-6384

**Clark County Superior Court II
Drug Court Program Assistant**

Requirements

1. Previous experience in a criminal justice/substance abuse treatment facility preferred.
2. Ability to respectfully communicate with individuals in person and on the phone.
3. Practical knowledge of criminal justice system or substance abuse treatment delivery.
4. General mathematics ability.
5. Ability to be certified in the collection and interpretation of chemical test results.
6. Ability to be bonded for the collection of money.
7. Experience working with Microsoft Office products: Access, Word, Excel, etc...
8. Ability to type, prepare written reports, and meet appropriate deadlines.
9. Ability to understand both general and specific directives.
10. Ability to navigate and input information in GAVEL.
11. Maintain Drug Court Program database.
12. Ability to communicate effectively with treatment professionals.
13. Ability to communicate effectively with criminal justice professionals such as police, judges, attorneys, and probation officers.
14. Ability to learn Court reporting equipment in order to utilize equipment during Status Hearings.
15. Ability to operate under the guidelines outlined in the Drug Court Policy and Procedures Manual.

Duties and Description

The Drug Court Program Assistant will work directly with Drug Court participants, Case Managers, the Chief Probation Officer, and Program Coordinator. The Program Assistant will answer the phone to the Program office, intake participants, and input cases into the computer. The Program Assistant will assist in data collection, typing, filing, copying, and other clerical duties as needed. The Program Assistant will contact and communicate with treatment and criminal justice professionals, participants, and other interested parties. The Program Assistant will be conduct urine testing and scheduling of random sampling. The Program Assistant will attend the Drug Court Program and act as Court Reporter. This is a full-time position, and may require night and weekend hours, and meetings away from the office. The Program Assistant may be required to perform other functions similar or related the stated goals of the Program.

Salary	\$20,000 (plus benefits)	Open Date	December 5, 2003
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